

Controller / Evaluator Requirements and Guidance

The exercise Controller / Evaluator (C/E) should have experience and subject-matter expertise in the functional area they are assigned to observe (e.g., command and control, mass care, evacuation). Subject Matter Expertise is required to include NIMS/ICS experience and/or knowledge at the Federal, State, or Local level; or previous/existing assignment and responsibilities in disaster response and management appropriate to the exercise assignment.

C/Es will be assigned to different exercise locations on the basis of their subject-matter expertise and familiarity.

The number of C/Es assigned to each exercise location depends on the number of capabilities (activities and tasks) being evaluated.

C/E training will take place two days prior to the exercise (14-15 June 2012) at the St. Albans Armory, and address all aspects of the exercise, including the exercise goals and objectives; the scenario; participants; and evaluator roles, responsibilities, and assignments. During the training, C/Es will be provided with copies of the following materials to review before exercise play:

- Exercise documents, to include the Exercise Plan (ExPlan), C/E Handbook, and the Master Scenario Event List (MSEL).
- Evaluation materials, Exercise Evaluation Guides (EEGs), and/or other evaluation tools; the exercise agenda and schedule; and evaluator assignments by location.
- Appropriate plans, policies, procedures, and agreements of the exercising entities.

The C/Es will debrief the exercise players at their locations upon conclusion of the exercise. This facilitated discussion, referred to as a hot wash, allows players to engage in a self-assessment of their exercise play and provides a general assessment of how the entity performed in the exercise. The hot wash also provides evaluators with the opportunity to clarify points or collect any missing information from players before they leave the exercise venue. The hot wash will be conducted as soon as the exercise is concluded. C/Es will ensure that the discussion remains brief and constructive, and focus conversation on strengths and areas for improvement.

During the hot wash, the C/Es will distribute Participant Feedback Forms to obtain information on perceptions of the exercise, how well each player thought his/her agency performed, and how well the agency integrated performance with other agencies and other exercise components. This information will provide insight into why events happened the way they did or why some expected actions did not take place. Participant Feedback Forms will be collected at the end of the hot wash and reviewed by the evaluation team to augment existing information. Participant Feedback Forms will serve to solicit general feedback on exercise quality, which will be provided to the exercise planning team to help implement improvements in future exercises. The Participant Feedback Forms will additionally provide input to the After Action Report / Improvement Plan (AAR/IP).

C/Es will additionally complete the EEGs with observations, comments and recommendations from the demonstrated Exercise Objectives and selected exercise Target Capabilities to provide feedback for AAR/IP development, and forward the EEGs to the Exercise Planning Team.

C/Es will receive travel reimbursement from State exercise funds for required expenses.

C/Es must be available for a 3 day period per the following schedule:

Day 1 – 14 June 2012	Day 2 – 15 June 2012	Day 3 – 16 June 2012
?-1200 Travel to St. Albans Armory	0800-1100 Controller / Evaluator Training	0700-1700 Functional Exercise
1200-1600 Controller / Evaluator Training	1200-1600 Travel to Exercise Sites	1700-? Travel to Home of Record

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Bluestone Dam Functional Exercise

16 June 2012

Controller / Evaluator Requirements

Position #	Exercise Entity	Exercise Location	Controller / Evaluator Assignment
1	WV State EOC	Charleston	Senior Controller/Evaluator
2	WV State EOC	Charleston	Operations Controller/Evaluator
3	WV State EOC	Charleston	Logistics Controller/Evaluator
4	Kanawha-Charleston EOC	Charleston	Senior Controller/Evaluator
5	Kanawha-Charleston EOC	Charleston	Operations Controller/Evaluator
6	Kanawha-Charleston EOC	Charleston	Logistics Controller/Evaluator
7	JFHQ-WV JOC	Charleston	*Senior Controller/Evaluator
8	JFHQ-WV JOC	Charleston	*Operations Controller/Evaluator
9	JFHQ-WV JOC	Charleston	*Logistics Controller/Evaluator
10	Cabell Co EOC	Huntington	EOC Controller/Evaluator
11	Boone Co EOC	Danville	EOC Controller/Evaluator
12	Putnam Co Alternate EOC – Putnam Co Health Dept.	Hurricane	EOC Controller/Evaluator
13	Putnam County Mobile Command Center	Hurricane	EOC Controller/Evaluator
14	Mason Co EOC	Point Pleasant	EOC Controller/Evaluator
15	Wood Co EOC	Parkersburg	EOC Controller/Evaluator
16	Marshall Co EOC	Moundsville	EOC Controller/Evaluator
17	Wheeling-Ohio Co EOC	Wheeling	EOC Controller/Evaluator
18	Fayette Co EOC	Fayetteville	EOC Controller/Evaluator
19	Mercer Co EOC	Princeton	EOC Controller/Evaluator
20	Summers Co EOC	Hinton	EOC Controller/Evaluator
21	Jackson Co EOC	Ripley	EOC Controller/Evaluator
22	Lincoln Co EOC	Hamlin	EOC Controller/Evaluator
23	Marion Co EOC	Fairmont	EOC Controller/Evaluator
24	Monongalia Co EOC	Morgantown	EOC Controller/Evaluator
25	Harrison Co EOC	Nutter Fort	EOC Controller/Evaluator
26	Barbour Co EOC	Philippi	EOC Controller/Evaluator
27	Tucker Co EOC	Parsons	EOC Controller/Evaluator
28	Upshur Co EOC	Buckhannon	EOC Controller/Evaluator
29	Pendleton Co EOC	Franklin	EOC Controller/Evaluator
30	Braxton Co EOC	Sutton	EOC Controller/Evaluator
31	Webster Co EOC	Webster Springs	EOC Controller/Evaluator
32	Greenbrier Co EOC	Lewisburg	EOC Controller/Evaluator
33	Lewis-Gilmer Co EOC	Weston	EOC Controller/Evaluator
34	Monroe Co EOC	Union	EOC Controller/Evaluator
35	Tyler Co EOC	Middlebourne	EOC Controller/Evaluator
36	Randolph Co EOC	Elkins	EOC Controller/Evaluator
37	Raleigh Co EOC	Beaver	EOC Controller/Evaluator
38	Preston Co EOC	Kingwood	EOC Controller/Evaluator

* C/E positions to be filled by West Virginia National Guard.